

Hannah D. Cox
mwoodard@library.IN.gov

Educational Background

Indiana University-Indianapolis, May 2008-graduated August 2010
Masters of Library Science
M.A. in Public History

Ball State University, May 2004-2006
ABT for a M.A. in Anthropology with an emphasis on Native American Studies

Ball State University, August 2002-graduated May 2004
B.S. in Anthropology
B.S. in History

Ivy Tech Community College, August 1998-May 2002

Employment History

Jo Cook, Genealogist, December 2010-current.

- Archive, arrange, research, and enter genealogical information in Family Tree Maker and Ancestry.com.
- Assist with business office tasks such as taking inventory, completing forms, and answering phones.

Indiana State Library Conservation Laboratory, Volunteer and Spring 2010 Library Science Intern, June 2009-April 2010.

- Learned and applied conservation and preservation principles and techniques to a variety of library materials. Techniques included dry cleaning, mending tears, tipping pages back into books, sewing bindings, flattening and repairing covers, and creating a variety of housings for 19th and 20th century circulating and special collections materials.
- Primary intern project included repairing and housing the Indiana State House and Senate Journals from the 1830s-1850s.
- Primary volunteer project involved cleaning, protecting in Mylar, and constructing housing for large maps depicting the hourly progression of the Battle of Antietam during the Civil War.

Indiana University-Purdue University at Indianapolis, Public History Intern for the Frederick Douglass Papers Project, June 2008-December 2008.

- Researched people, places, buildings, and events of historical significance referenced in the first printing of The Life and Times of Frederick Douglass.
- Wrote annotations for these references to be published in the upcoming annotated version of The Life and Times of Frederick Douglass.

Ball State University, Archives and Special Collections Supervisor, June 2007-June 2008.

- Provided reference service and research assistance to students, faculty, staff, and the general public.
- Coordinated the exhibit program, which included research, material selection, writing text, design, and installation of exhibits throughout the Library. Some of these exhibits included “Shared Sacrifice: Scholars, Soldiers, and World War II,” “African American Authors: Poetry, Prose, and Protest,” and “Bernarr Macfadden and the Physical Culture Magazine.”
- Developed web-based exhibits for promotional and educational purposes, including “Shared Sacrifice: Scholars, Soldiers, and World War II.”
- Managed the arrangement and description of archives and manuscript material according to professional standards and practices.
- Managed daily operations of Archives and Special Collections in absence of the Assistant Dean for Digital Initiatives and Special Collections.
- Interviewed, hired, trained, and supervised students and graduate assistants in archival processing, reference service, exhibit preparation, scanning, and other duties.
- Worked with donors to ensure the appropriate donation paperwork was filled out and filed and any questions were answered.
- Transcribed and archived oral histories, including those of a sensitive nature.
- Participated in the selection, organization, and preparation of manuscripts, photographs, and other material for digitization.
- Supervised indexing and digitizing of selected archival materials.
- Created descriptive finding aids, (paper, electronic, and web-based) to archives and special collections material, according to archival guidelines. One major project included the Native American Studies Guide, created for the library’s LibGuides.
- Coordinated a barcoding project with the Cataloging Department to catalog and track collection use statistics of archival materials.

STAR Financial Bank, Customer Service Representative, December 2006-June 2007.

- Processed daily customer transactions, such as deposits, withdrawals, and payments.
- Fielded customer questions and provided account information.
- Resolved customer concerns and complaints.

Ball State University, Archives and Special Collections, Graduate Assistantship, August 2004-May 2006.

- Processed large collections according to professional standards and practices.
- Provided reference assistance to students, faculty, staff, and the general public.

- Transcribed Civil War letters for the digital U.S. Civil War Resources for East Central Indiana Grant Project, proofread them, and assisted in preparing them for digitization.
- Assisted with the creation and installation of displays, which included “75 Years of Middletown,” and “Ladies of the Club: Women’s Organizations in Muncie & Delaware County.”
- General office duties such as photocopying, scanning, and answering telephones.

Ball State University, Learning Center, Tutor, August 2003-May 2004.

- Instructed undergraduate students in study methods and techniques, with a focus in the areas of History and Anthropology.
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Gentiva Home Health Services, Homemaker, September 2002-July 2003.

- Assisted elderly and/or disabled people with daily activities such as personal care and homemaking duties.

Awards and Honors

2009-2010 Indiana's Librarians Leading in Diversity (ILLID) Fellowship

2004 recipient of the Maggie Ringger Scholarship to participate in an anthropological field study with six Southwest Native American tribes.

Presentations

October 2009 Indiana Library Federation Conference. “Indiana’s Librarians Leading in Diversity Fellowship.”